Instructions to Apply for GUPS Permit for Utility Facility Encroachment Application

The following links contain instructions for how to get started using the GUPS system. Each District Office may provide training classes, periodically, regarding the different permit types. Please contact the District Utility Engineer for your respective area for possible training availability.

In order to utilize the GUPS system, please follow this sequence:

1) GDOT has created a "**Training Site**" to enable users to become familiar with the GUPS system before actually submitting a permit application and a "**Help Site**" to enable users to create training material.

   - Ctrl+click on [Handout Information for GUPS](#).
   - To access the Training Module, ctrl+click on the link provided under the section "**Training Site**."

2) After working with the Training Module, as mentioned above, first time users must register as a New Member Group.

   How to apply for GUPS membership:

   - ctrl+click on [Process to Apply for Membership](#) & print the information.
   - Then, follow the step by step instructions.

3) Once you register as a New Member Group, you will receive an e-mail confirmation from GDOT that will contain your Member Group Code, User ID, Password, privileges and restrictions.

4) Once the Member Group Code, User ID, and Password have been obtained, you will be able to set up additional users and apply for a GUPS utility permit.

   Please note the following:

   - The user IDs and passwords are case sensitive. These must be typed exactly as they were entered into the system.
   - If all of the information required for your permit is not available, it is possible to save the information that has already been placed in GUPS by clicking on the **save** and **exit** buttons. The information entered will remain in the system for 30 days before being deleted. Please make a note of the permit number. In order to access an existing incomplete permit, the permit number will be required.
   - Once the submittal process is complete, if there is a problem with the permit, please contact the District Utilities Office. They can send the application back to you to be revised. Once revised, you can re-submit the permit to the District for review.
   - You will be notified by mail or phone once the permit is approved or denied.